

CHECKLIST FOR PORTFOLIO

Your portfolio should be organized in the following manner. BE CREATIVE WITH PICTURES AND COLOR!

Cover Page: **CAREER PLANNING PORTFOLIO By (NAME)**

THIS IS ME:

- ☐ Mission Statement
- ☐ "My Vision Of The Future"
- ☐ Other self assessment documents
- ☐ Interests, Skills, Values, Traits Checklists
- ☐ Interests, Skills, Values, Traits Summary
- ☐ Any hobbies or personal information about you

ACADEMIC AND TECHNICAL SKILLS

- ☐ Academic Certificates (any kind)
- ☐ A Recent Report Card/Transcript of Marks
- ☐ Best Work Samples - "Documenting Your Best Work Samples" for each
- ☐ Certificates/Licenses - "Documenting Your Skills With a Certificate/License" for each
- ☐ An example of your Computer Skills
- ☐ Projects which show technical skills in school or out - "Documenting Your Skills With A Project" for each

PERSONAL MANAGEMENT SKILLS

- ☐ "Where Do I Find Career Information?" Work Sheet

Career Research for Two Careers including the following for each:

- ☐ "Career Investigation" Worksheet
- ☐ "Suitable For You"
- ☐ "Career Path"
- ☐ Post-Secondary School Information
- ☐ Post Secondary Program Summary

- ☐ Job Description(s) including volunteer work
- ☐ Work Experience/RAP/Green Certificate Evaluations
- ☐ A copy of your daily log for Work Experience
- ☐ "My Future Plans"
- ☐ Tech Prep Requirements

TEAMWORK SKILLS:

- ☐ Membership on Teams - "Documenting Your Skills Through Membership on a Team for each"
- ☐ Membership on Clubs - "Documenting Your Skills Through Membership in a Club" for each.
- ☐ Examples of Leadership
- ☐ Group Projects - "Documenting Your Skills With A Project for each.